

# KEWEENAW BAY INDIAN COMMUNITY

## 2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President  
JENNIFER MISEGAN, Vice President  
SUSAN J. LAFERNIER, Secretary  
TONI J. MINTON, Assistant Secretary  
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center  
16429 Beartown Road  
Baraga, Michigan 49908  
Phone (906) 353-6623  
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.  
FRED DAKOTA  
EDDY EDWARDS  
RANDALL R. HAATAJA  
MICHAEL F. LAFERNIER, SR.  
GARY F. LOONSFOOT, SR.  
DONALD SHALIFOE, SR.

## PHARMACY TECHNICIAN

One (1) Part-time, Non-exempt position

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Copy of High School Diploma or GED
- ☐ Copy of Pharmacy Technician certification (CPhT), if applicable
- ☐ Documentation of CPR Certification, if applicable
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community  
Hannah Beesley, Personnel Director  
16429 Beartown Road  
Baraga, MI 49908  
906-353-6623, ext. 4140 & 4176  
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**Distribution Date:** August 12, 2016

**Closing Date:** August 26, 2016 at 4:00pm

**LAKE SUPERIOR BAND OF CHIPPEWA INDIANS**  
"Home of the Midnight Two-Step Championship"

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### POSITION DESCRIPTION

#### **POSITION:**

#### **PHARMACY TECHNICIAN**

Part-time, Non-exempt position

#### **LOCATION:**

Donald A. LaPointe Health & Education Facility  
Baraga, Michigan 49908

#### **SUPERVISORY CONTROL:**

Pharmacist

#### **SALARY:**

Non-Certified = Grade 4 (minimum starting wage = \$11.47/hr)  
Certified = Grade 5 (minimum starting wage \$12.43/hr)

#### **QUALIFICATIONS:**

- Must possess a High School diploma or GED.
- Must be a Certified Pharmacy Technician (CPhT) or must obtain within one (1) year of employment.
- Technician is responsible for maintaining CPhT licensing.
- Previous experience in Pharmacy practice is preferred.
- CPR Certification preferred, or must obtain within 90 days of employment (timeframe may be extended depending on class availability).
- Basic knowledge of Indian Health Programming and local Tribal community is essential.
- Must have knowledge of Electronic Health Records (EHR).
- Knowledge of medical terminology is required.
- Computer skills are required.
- Must be able to read reports and view information on a computer monitor.
- Must have general knowledge of office and clerical practices, including word processing and electronic file management.
- Must have good organizational, verbal and written skills.
- Must have good hearing.
- Must be able to meet the physical demands of the position, including: ability to stand/walk for long periods of time; ability to climb, stoop, and kneel; ability to lift 25 lbs. unassisted.
- Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing, and pre-employment physical exam.

#### **INDIAN PREFERENCE:**

Preference will be given to qualified individuals of American Indian descent

#### **VETERAN PREFERENCE:**

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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**DUTIES AND RESPONSIBILITIES:**

- Maintains confidentiality of health care information in agreement with the Federal Medical Privacy Act and HIPAA.
- Documents and maintains accurate client records in accordance with the Keweenaw Bay Health Center Medical Records Policies.
- Refers clients to obtain alternate resources for medical and/or pharmaceutical coverage.
- Tracks all referrals and provides needed follow up.
- Provides and/or assists in demonstrations, conducts training sessions and community meetings in the area of Prescription Assistance programs.
- Provides basic CPR in cases of emergencies and assistance during emergency situations.
- Assists in preparing, updating, reporting and maintaining the Policy and Procedure Manual for the Pharmacy and related departments.
- Participates in general staff meetings, medical staff meetings, and other meetings or committees as assigned (Quality Assurance, Safety, etc.)
- Complies with the KBIC Policy and Procedure manual and specific policies of the KBIC DHHS.

**Pharmacy**

- Receive written prescription or refill requests and verify that information is complete and accurate.
- Maintain proper storage and security conditions for drugs.
- Answer telephones, responding to questions or requests.
- Fill bottles with prescribed medications, type and affix labels.
- Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.
- Price and file prescriptions that have been filled.
- Clean and help maintain equipment and work areas, and sterilize glassware according to prescribed methods.
- Establish and maintain patient profiles, including lists of medications taken by individual patients.
- Order, label, and count stock of medications, chemicals, and supplies, and enter inventory data into computer.
- Receive and store incoming supplies, verify quantities against invoices, and inform supervisors of stock needs and shortages.
- Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques.
- Prepare and process medical insurance claim forms and records.
- Mix pharmaceutical preparations according to written prescriptions.
- Operate cash registers to accept payment from customers.
- Price, stock and mark items for sale.
- Other duties as assigned by supervisor.

***This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.***

**Distribution Date:** August 12, 2016

**Closing Date:** August 26, 2016 at 4:00pm

Qualification Sheet

NAME: \_\_\_\_\_ POSITION: **Pharmacy Technician**

**Please list your specific experience and knowledge in regards to the following qualifications:**

Must possess a High School Diploma or GED.

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Must be a Certified Pharmacy Technician (CPhT) or must obtain within one (1) year of employment.

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Technician is responsible for maintaining CPhT licensing.

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Previous experience in Pharmacy practice is preferred.

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Must obtain CPR Certification within 90 days of employment (timeframe may be extended depending on class availability).

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Computer skills are required.

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